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PRESORT™ FIRST-CLASS MAIL®

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Presort Postage Rate for First-Class Mail

First-Class letter mail in volumes of 500 pieces or more qualifies for a postage rate four cents per piece less than the regular letter rate if it is presorted and prepared according to specific requirements. The rate for properly presorted post cards is two cents less than the regular post card rate. Those pieces which are necessary to meet the 500 piece minimum volume, but cannot be presorted and prepared as prescribed are residual mail and must be paid at the full First-Class letter rate or the full First-Class post card rate.

Carrier Route Presort First-Class Mail

The Postal Service offers a five cent discount for each piece of qualifying First-Class Mail sorted to a carrier route. The geographical density, or saturation, of a mailing eligible for the carrier route discount rate is greater than for regular Presort First-Class Mail. For example, there must be 10 or more pieces going to a specific carrier route to be eligible for the five cent discount. Complete mail preparation requirements for this Presort program can be found in the *Domestic Mail Manual,* Section 323.2.

Basic Requirements to Qualify

- The customer must have 500 pieces per mailing.
- The customer must pay an annual fee of $50. (See Page 3 for details.)
- All mail must be ZIP Coded.
- The weight of any one piece cannot be more than 12 ounces.
- Postage must be paid by postage meter stamps, precanceled adhesive stamps, or permit imprint. (See Pages 4-5 for details.)
- Each envelope (or card) must be endorsed "Presorted First-Class," except when precanceled stamps are used which are preprinted with the endorsement. (See Pages 6-7 for details.)
- Mail must be presorted as follows:
  First, ten or more pieces to the same first 5-digits of the ZIP Code must be grouped together.

  Second, 50 or more pieces to the same first 3 digits of the ZIP Code must be grouped together.

  Mail which cannot be separated as above is referred to as *residual mail*. It can be counted towards the 500 minimum volume requirement, but does not qualify for the lower Presort postage rate. (See Pages 8-12 for details.)
- Each tray or sack of presorted mail must be accurately labeled to assure proper postal handling. (See Pages 14-17 for details.)
- Each mailing must be accompanied by a properly completed Form 3602, Statement of mailing with permit imprints (for a permit imprint mailing) or a Form 3602-PC, Statement of mailing with bulk rates (for a metered or precanceled stamps mailing). (See Pages 18-19 for details.)

- The mail is delivered by the customer to a bulk mail acceptance unit (excluding the National Bulk Mail System) during normal operating hours. (In certain circumstances, the Postal Service will provide customer collection. The customer collection must be part of an existing collection service for another class of mail. In addition, one of the following criteria must be met, but does not assure customer collection can be provided:

  a. Acceptance and verification are accomplished at the customer's facility.
  b. Postage is paid under an optional procedure.
  c. Postage is paid by meter stamps or precanceled stamps.

  Interested customers should contact their local postmaster to determine if they qualify.

Mailing Fees

A $50 annual Presort First-Class mailing fee must be paid once each calendar year at each post office by any person or organization who enters mail at a Presort First-Class rate. (This same fee allows the person or organization to also enter mail at the carrier route First-Class rate.) Persons or organizations paying this fee may enter mail of their clients as well as their own mail. No application form or other paper is needed. The customer should obtain a standard receipt, Form 3544 marked for "Presort First-Class Mailing Fee."

The annual Presort First-Class Mailing fee is in addition to the one time $50 fee paid for mailing by permit imprint. It is also separate from the presort fees of other mail classes for which separate mailing fees must be paid.

Payment of Postage

Postage must be paid by postage meter stamps, precanceled adhesive stamps, or permit imprint. Customers who use permit imprints can mail under their existing permits. The customer has the option of showing the date of deposit with permit imprint mailings, but must show deposit dates with meter stamps and with stamps which are precanceled by the customer.

IDENTICAL WEIGHT PIECES
Postage Paid by Meter Stamps and Precanceled Stamps
Qualifying pieces must be metered or have precanceled stamps affixed at the lower presort rate. The full single-piece rate must be paid on non-qualifying (residual) pieces. However, it is permissible for customers either to meter such pieces or affix them with precanceled stamps at the lower Presort rate. The additional postage owed for the residual pieces may then be paid by affixing a meter strip to the back of the Form 3602-PC, Statement of Mailing with Bulk Rates. This procedure is offered as an alternative to paying postage on residual pieces by affixing meter or precanceled stamps to each piece at the full First-Class rate.
Postage Paid by Permit Imprint
The customer must submit a completed Form 3602, Statement of mailing with permit imprints.

NON-IDENTICAL WEIGHT PIECES

Postage Paid by Meter Stamps and Precanceled Stamps

Qualifying pieces must be metered or affixed with precanceled stamps at the lower Presort rate. Non-qualifying (residual) pieces in a Presort mailing can be metered or affixed with precanceled stamps at the lower rate under the following conditions:

(1) additional postage is paid by means of meter strips affixed to the back of Form 3602-PC;

(2) residual pieces have been clearly segregated from the lower rated qualifying pieces, faced or oriented in the same manner, and sorted using one of following four methods:
a) sequenced by 5-digit ZIP Code; b) sequenced by 3-digit ZIP Code prefixes; c) separated by Area Distribution Centers (ADCs); or separated according to In-State and Out-of-State.

(3) residual pieces are presented in groups of 100. Grouping may be accomplished through the use of index tabs, separator cards, or some other means acceptable to the local postmaster. Groups of less than 100 pieces must be identified and the actual piece count displayed. Groupings must be done using one of the four methods listed above. As an alternative to preparing groups of 100 pieces when there are more than 100 pieces for the same 3-digit or ADC separation, all residual mail for that separation may be prepared in trays and presented with a printout showing the number of pieces in each separation along with a summary total.

(4) none of the residual pieces exceeds three ounces.

The following guidelines are used in determining the allowable number of residual pieces:

- There is no limit on the number of residual pieces that may be included in the mailing if all residual pieces are subject to the same postage rate.
- If all residual pieces in the mailing are not separated into postage rate weight increments and are subject to either the one or two ounce letter size rate, the mailing must not contain more than 20% residual pieces.
- If all residual pieces in the mailing are not separated into postage rate weight increments and are subject to the one, two or three ounce letter size rates, the mailing may contain up to 10% residual pieces.
- There is no limit on the number of residual pieces if they all bear meter or precanceled stamps at the full First-Class postage rate. There also is no need for such pieces to be separated into groups of 100.

Postage Paid by Permit Imprint

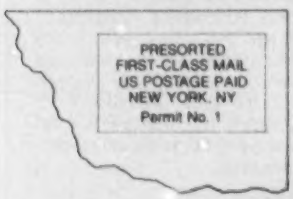
Special authorization is required from the Postal Service's Office of Classification and Rates Administration, Washington, DC 20260-5360, as part of an Optional Procedure in accordance with Section 145.8 of the *Domestic Mail Manual*. Interested customers should contact their local postmaster or Commercial Accounts Representative.

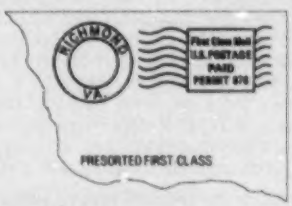
Presort Identification

All the envelopes or cards in a Presort mailing must be endorsed "Presorted First-Class." This includes both the mail which qualifies for the lower rate and the residual mail.

Permit Imprint Mailings

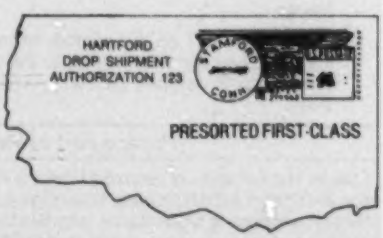
On mail paid by permit imprint the "Presorted First-Class" marking must either be printed within the permit imprint, or be printed or stamped above the address and just below or to the left of the permit imprint.





Postage Meter Stamp Mailings

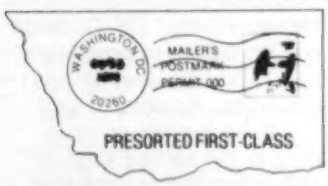
On metered mail the marking must be printed or stamped above the address and just below or to the left of the meter stamp. It may be printed by a postage meter special slug or by an ad plate. If the customer has a "Drop Shipment" authorization, and uses it with Presort First-Class Mail, the "PRESORTED FIRST-CLASS" endorsement may be included with the "Drop Shipment" endorsement. See example below.



Precanceled Stamp Mailings

On mail affixed with precanceled stamps, the marking must be printed or stamped above the address and just below or to the left of the precanceled stamp. The only exception is when the mailer uses stamps which are precanceled by the Postal Service and include the "PRESORTED FIRST-CLASS" endorsement as part of the precancelation.

Precanceled by the mailer:

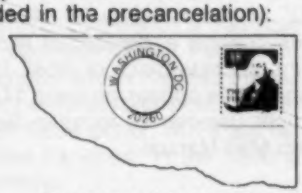


May be used by all customers with local postmaster approval.

May be used only by mailers who have this die. New dies with this format will not be made.

Precanceled by the Postal Service
(Endorsement included in the precancelation):

Used when the mailer's return address (city, state, ZIP Code) is shown on the mailing piece and the city and state are the same as the post office of mailing.



To be used if the mailer's return address (city, state, ZIP Code) is NOT the same as the post office of mailing.

Presort Requirements

LETTER-SIZE MAIL

Letter-size mail consists of individual pieces measuring up to 61/8 inches in height, up to 11½ inches in length, and up to ¼ inch in thickness. An aspect ratio (length divided by height) between 1.3:1 and 2.5:1 is also necessary.

QUALIFYING PIECES

1. Ten or more pieces of mail for the same 5-digit ZIP Code must be separated. If there are enough pieces to completely fill a letter tray (approximately 500-800 pieces), they should be placed in a tray without being bundled. No other 5-digit ZIP Coded mail is to be included. If there are ten or more pieces but less than a full tray going to the same 5-digit ZIP Code, the pieces must be prepared in bundles or packages up to four inches maximum thickness. They must be secured with rubber bands supplied by the Postal Service.

The top piece in each 5-digit bundle or package may be labeled with an optional endorsement line or a red pressure sensitive label "D" placed in the lower left hand corner of the address side. The optional endorsement line must be placed on the top line of the address block or label. Examples of optional endorsement lines appear on page 11 and full details regarding their proper use can be found in Section 369 of the Domestic Mail Manual.

2. Fifty or more pieces for a 3-digit ZIP Code prefix must be separated from the remaining pieces. If there are enough pieces to completely fill a letter tray, they do not have to be bundled as long as they are put in one tray with no other ZIP Coded mail. If there are fifty or more pieces, but less than a full tray going to the same 3-digit ZIP Code, the pieces must be prepared in bundles or packages up to four inches maximum thickness.

The top line in each 3-digit package may be labeled with an optional endorsement line or a yellow or green pressure sensitive label.

A yellow "C" pressure sensitive label appearing in the lower left hand corner of a piece signifies that the package is for a city to which a unique 3-digit ZIP Code prefix has been assigned. A unique 3-digit prefix refers only to the delivery area of the city, as, for example, Seattle, WA 981. Cities which have unique 3-digit ZIP Code prefixes assigned are listed in capital letters in the ZIP Code Prefixes section of the National ZIP Code and Post Office Directory. A separate listing of these cities and 3-digit ZIP Codes is provided on page 13.

A green "3" pressure sensitive label denotes that mail pieces are to be sent to a Sectional Center Facility (SCF). A SCF is a mail processing center which handles the incoming and outgoing mail of a number of smaller post offices that share a common 3-digit ZIP Code prefix. SCFs are listed by state under "Sectional Center Facilities" in the National ZIP Code and Post Office Directory.

As previously stated, if there is a sufficient quantity of mail for the same 5- or 3-digit separation to completely fill a tray, pieces must be trayed without being bundled. Bundles of mail are to be placed in trays as shown on pages 14 and 15. While customer use of trays is preferred, postmasters may authorize pouching rather than traying under special circumstances. Flat size carrier route First-Class Mail may be prepared in pouches.

It is recommended that tray labels be placed in the middle of each qualifying tray to indicate whether pieces have been sorted according to 5-digit, 3-digit, or ADC. Examples of tray labels are depicted on pages 14 and 15.

RESIDUAL PIECES

Pieces of mail which cannot be separated as described above are residual pieces. While they may count towards the 500 minimum volume, residual mail does not qualify for the lower Presort rate. It is presented with the qualifying mail but must be segregated from it to facilitate verification and operational considerations. Residual mail must be sorted by one of the following methods:

- ☐ Sequenced by 5-digit ZIP Codes
- ☐ Sequenced by 3-digit ZIP Code prefixes
- ☐ Separated by Area Distribution Center (ADC)
- ☐ Separated by in-state and out-of-state

Examples of Optional Endorsement Line Formats:

FIRM PACKAGES
*************FIRM 12345**

CARRIER ROUTE
*************CAR-RT-SORT***820**

5-DIGIT PACKAGES
*************5-DIGIT 12345**

CITY PACKAGES
*************SCF 750**

3-DIGIT PACKAGES
*************3-DIGIT 771**

SCF PACKAGES
SCF 750

ADC PACKAGES
ALL FOR ADC

MIXED ADC PACKAGES
MIXED ADC

If the mailer chooses the in-state/out-of-state residual sort, separating tabs must be used to segment the in-state/out-of-state portions.

It is recommended that residual pieces be placed in ZIP Code sequence to the extent possible. Alternatively, when there are 10 or more pieces to the same ADC, ADC packages should be prepared. By taking these steps, customers can facilitate the Postal Service's processing of mailings.

ADC packages should be prepared according to whatever required residual sorting scheme is used. ADC packages are processed at Area Distribution Centers (ADCs), which then distribute the mail to Sectional Center Facilities serving specific ZIP Code areas. Your local postmaster or Commercial Accounts Representative can provide the appropriate ZIP Code separations for each ADC.

Flat-Size Mail

Flat-size pieces of mail have length, width, or thickness dimensions greater than letter-size mail. The required presort for flats is the same as for letter-size mail.

Packaging of flats is required and the exact requirements are subject to local Postmaster approval, providing that:

1. The bundling material is of sufficient strength to prevent breaking during normal handling.
2. The material used is easily removed by hand or a ring knife.
3. The bundle is secured around both length and width.

Post Cards

The basic Presort requirements for post cards are the same as for letter-size mail. The Presort rate for standard post cards is two cents less than the current single piece rate of 14 cents.

For cards larger than 4¼ by 6 inches (which do not qualify as post cards and are subject to the First-Class letter rate of postage), the Presort rate is four cents less than the current single piece letter rate.

Postal cards are cards printed and sold by the Postal Service with an embossed postage stamp to show the postage rate. These cannot qualify for the Presort rate.

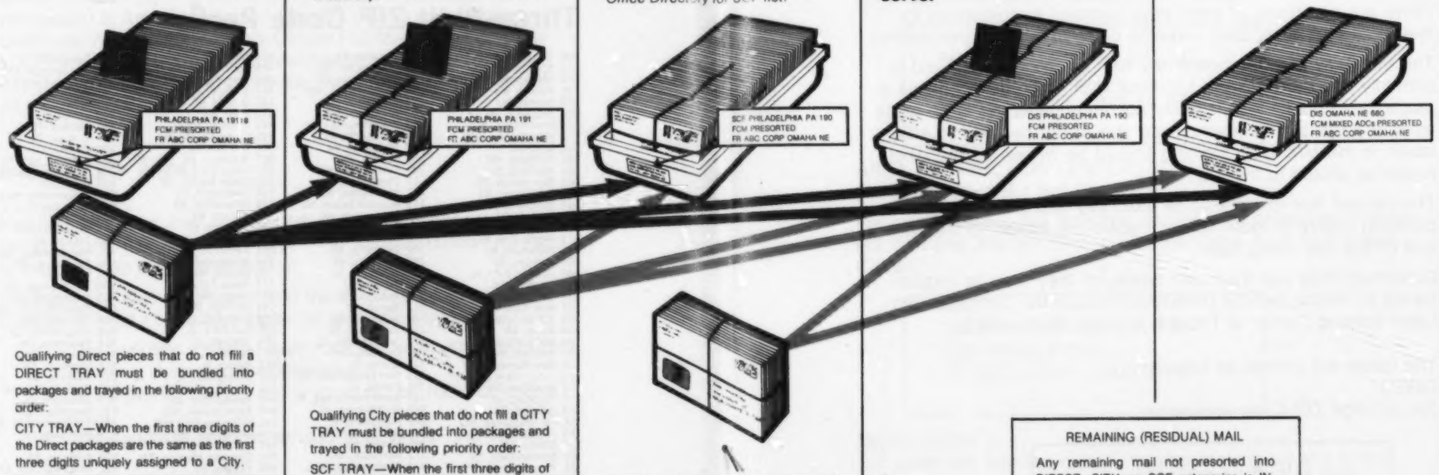
Post Offices with Unique Three-Digit ZIP Code Prefixes

009 San Juan, PR
011 Springfield, MA
016 Worcester, MA
021 Boston, MA
022 Boston, MA
024 Brockton, MA
029 Providence, RI
031 Manchester, NH
033 Concord, NH
041 Portland, ME
061 Hartford, CT
065 New Haven, CT
066 Bridgeport, CT
069 Stamford, CT
071 Newark, NJ
072 Elizabeth, NJ
073 Jersey City, NJ
075 Patterson, NJ
081 Camden, NJ
084 Atlantic City, NJ
086 Trenton, NJ
089 New Brunswick, NJ
100 New York, NY
103 Staten Island, NY
104 Bronx, NY
106 White Plains, NY
107 Yonkers, NY
108 New Rochelle, NY
111 Long Island City, NY
112 Brooklyn, NY
113 Flushing, NY
114 Jamaica, NY
116 Far Rockaway, NY
118 Hicksville, NY
122 Albany, NY
123 Schenectady, NY
126 Poughkeepsie, NY
132 Syracuse, NY
135 Utica, NY
139 Binghamton, NY
142 Buffalo, NY
143 Niagara Falls, NY
146 Rochester, NY
149 Elmira, NY
152 Pittsburgh, PA
165 Erie, PA
171 Harrisburg, PA
174 York, PA
176 Lancaster, PA
181 Allentown, PA
185 Scranton, PA
187 Wilkes-Barre, PA
191 Philadelphia, PA
196 Reading, PA
198 Wilmington, DE
200 Washington, DC
209 Silver Spring, MD
212 Baltimore, MD
214 Annapolis, MD
222 Arlington, VA
223 Alexandria, VA
232 Richmond, VA
235 Norfolk, VA
237 Portsmouth, VA
253 Charleston, WV
257 Huntington, WV
271 Winston-Salem, NC
274 Greensboro, NC
276 Raleigh, NC
277 Durham, NC
282 Charlotte, NC
288 Asheville, NC
292 Columbia, SC
303 Atlanta, GA
309 Augusta, GA
312 Macon, GA
314 Savannah, GA
319 Columbus, GA
322 Jacksonville, FL
328 Orlando, FL
331 Miami, FL
333 Fort Lauderdale, FL
336 Tampa, FL
337 Saint Petersburg, FL
352 Birmingham, AL
358 Huntsville, AL
361 Montgomery, AL
366 Mobile, AL
372 Nashville, TN
374 Chattanooga, TN
379 Knoxville, TN
381 Memphis, TN
392 Jackson, MS
402 Louisville, KY
405 Lexington, KY
406 Frankfort, KY
432 Columbus, OH
436 Toledo, OH
441 Cleveland, OH
443 Akron, OH
445 Youngstown, OH
447 Canton, OH
449 Mansfield, OH
452 Cincinnati, OH
454 Dayton, OH
455 Springfield, OH
462 Indianapolis, IN
464 Gary, IN
466 South Bend, IN
468 Fort Wayne, IN
477 Evansville, IN
482 Detroit, MI
485 Flint, MI
489 Lansing, MI
495 Grand Rapids, MI
503 Des Moines, IA
507 Waterloo, IA
511 Sioux City, IA
524 Cedar Rapids, IA
528 Davenport, IA
532 Milwaukee, WI
534 Racine, WI
537 Madison, WI
543 Green Bay, WI
551 Saint Paul, MN
554 Minneapolis, MN
558 Duluth, MN
571 Sioux Falls, SD
581 Fargo, ND
591 Billings, MT
602 Evanston, IL
603 Oak Park, IL
606 Chicago, IL
611 Rockford, IL
616 Peoria, IL
627 Springfield, IL
631 Saint Louis, MO
641 Kansas City, MO
645 Saint Joseph, MO
651 Jefferson City, MO
658 Springfield, MO
661 Kansas City, KS
662 Shawnee Mission, KS
666 Topeka, KS
672 Wichita, KS
681 Omaha, NE
685 Lincoln, NE
701 New Orleans, LA
708 Baton Rouge, LA
711 Shreveport, LA
(includes Bossier City)
722 Little Rock, AR
731 Oklahoma City, OK
741 Tulsa, OK
752 Dallas, TX
753 Dallas, TX
761 Fort Worth, TX
767 Waco, TX
770 Houston, TX
771 Houston, TX
772 Houston, TX
777 Beaumont, TX
782 San Antonio, TX
784 Corpus Christi, TX
787 Austin, TX
791 Amarillo, TX
794 Lubbock, TX
796 Abilene, TX
799 El Paso, TX
802 Denver, CO
803 Boulder, CO
809 Colorado Springs, CO
837 Boise, ID
821 Yellowstone Park, WY
841 Salt Lake City, UT
844 Ogden, UT
850 Phoenix, AZ
857 Tucson, AZ
871 Albuquerque, NM
891 Las Vegas, NV
895 Reno, NV
900 Los Angeles, CA
903 Inglewood, CA
904 Santa Monica, CA
905 Torrance, CA
908 Long Beach, CA
911 Pasadena, CA
912 Glendale, CA
914 Van Nuys, CA
915 Burbank, CA
916 North Hollywood, CA
918 Alhambra, CA
921 San Diego, CA
924 San Bernardino, CA
925 Riverside, CA
927 Santa Ana, CA
928 Anaheim, CA
931 Santa Barbara, CA
933 Bakersfield, CA
937 Fresno, CA
941 San Francisco, CA
943 Palo Alto, CA
944 San Mateo, CA
946 Oakland, CA
947 Berkeley, CA
948 Richmond, CA
951 San Jose, CA
958 Sacramento, CA
968 Honolulu, HI
972 Portland, OR
981 Seattle, WA
984 Tacoma, WA
992 Spokane, WA

How to Prepare Presorted First-Class Mail (500 PIECE MINIMUM)

Pieces qualifying for the Presort rate MUST be prepared in the following sequence:

	CITY	SCF	AREA DISTRIBUTION CENTER (ADC)	MIXED ADCs
10 or more to the same 5-digit ZIP Code.	**50 or more to the same first 3-digit ZIP Code uniquely* assigned to a City.** **Applies ONLY to those Cities listed in upper case letters in the ZIP Code Prefixes Section of the National ZIP Code and Post Office Directory.*	**50 or more to a first 3-digit ZIP Code assigned to a Sectional Center Facility.*** **(Each first 3-digit ZIP Code assigned to a SCF MUST be bundled separately).** **See National ZIP Code and Post Office Directory for SCF list.*	**Recommended but not mandatory that remaining qualifying bundles be sorted to Area Distribution Centers (ADCs) and placed in ADC TRAYS. Postmasters will provide mailers with listings of ADCs and the areas they serve.**	



Qualifying Direct pieces that do not fill a DIRECT TRAY must be bundled into packages and trayed in the following priority order:

CITY TRAY—When the first three digits of the Direct packages are the same as the first three digits uniquely assigned to a City.

SCF TRAY—When the first three digits of the Direct packages are the same as any of the first three digits assigned to the SCF.

ADC TRAY (Recommended but not mandatory)—When the first three digits of the Direct bundles are the same as any of the first three digits assigned to the ADC.

MIXED ADCs TRAY—When the Direct packages are not presortable in full trays to the required or recommended categories.

Qualifying City pieces that do not fill a CITY TRAY must be bundled into packages and trayed in the following priority order:

SCF TRAY—When the first three digits of the City packages are the same as any of the first three digits assigned to the SCF.

ADC TRAY (Recommended but not mandatory)—When the first three digits of the City bundles are the same as any of the first three digits assigned to the ADC.

MIXED ADCs TRAY—When the City packages are not presortable in full trays to either the required or recommended category.

Qualifying SCF pieces that do not fill a SCF TRAY must be bundled into packages and trayed in the following priority order:

ADC TRAY (Recommended but not mandatory)—When the first three digits of the SCF bundles are the same as any of the first three digits assigned to the ADC.

MIXED ADCs TRAY—When the SCF packages are not presorted in full trays to the recommended category.

REMAINING (RESIDUAL) MAIL

Any remaining mail not presorted into DIRECT, CITY, or SCF categories is INELIGIBLE for the lower rate. If it is included as part of the Presort mailing it must be completely segregated from the qualifying pieces, placed in separate trays and sorted by one of the following schemes:

- Sequenced by 5-digit ZIP Codes
- Sequenced by 3-digit ZIP Code prefixes
- Separated by ADCs
- Separated by in-state and out-of-state

Poster 89, January 1982

Labeling

Each tray of mail or each pouch must be accurately labeled to assure proper postal handling.

■ FOR POUCHES:

White pouch labels must be affixed to pouches by sliding them into the *Pouch Label Holder*.

■ FOR TRAYS:

There are two types of letter trays supplied to customers for their presorted mail. Each requires different labeling procedures.

The MM Tray is a fiberboard tray with covering sleeve and is primarily used to transport non-local mail. Each tray contains a plastic label holder which easily accommodates the large white label or white pouch labels. Tape should not be used to affix labels to the MM Tray. Nothing should be written on the label holder or affixed to the tray.

The second tray is a plastic (#1262) tray and does not have a covering sleeve or label holder. Labels are affixed to the front end of this tray using tape.

Customers may use their own labels, or they may be requisitioned by Postal Service personnel through the Computerized Label Printing Center at Topeka, Kansas, 66624-9502.

The labels are printed as follows:
DIRECT
For a 5-digit ZIP Code separation.

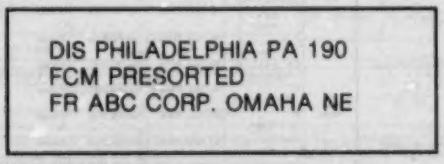
PHILADELPHIA PA 19118
FCM PRESORTED
FR ABC CORP. OMAHA NE

CITY
For first 3-digits of ZIP Code uniquely assigned to a city.

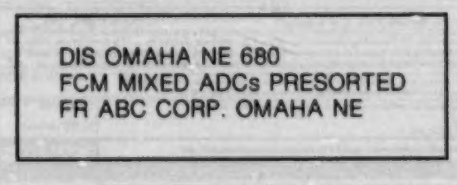
SCF
For a Sectional Center Facility (SCF), 3 digits.

AREA DISTRIBUTION CENTER (ADC)
(Recommended But Not Required)

For qualifying bundles from the above three categories that do not fill a tray and are destined for the same Area Distribution Center.



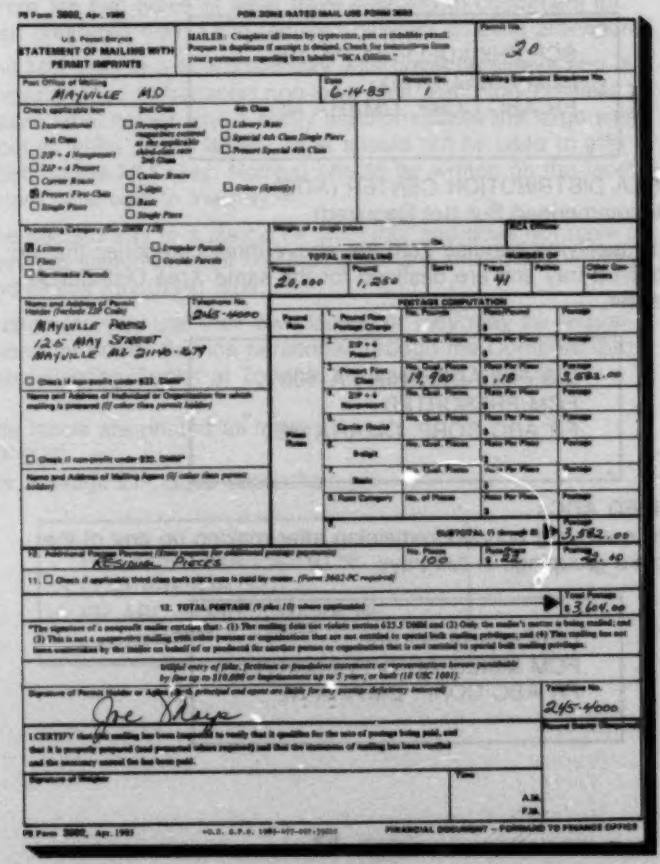
MIXED ADCs
For qualifying bundles remaining after making up any of the above groupings in full trays.



Mailing Statement

Each Presort First-Class mailing must be accompanied by a completed and signed mailing statement. For mailings with metered or precanceled postage, the statement to be used is Form 3602-PC. For permit imprint mailings, the statement is Form 3602.

Both forms must show the total number of pieces in a mailing, the number of qualifying lower rate pieces, and the number of residual pieces.



PS Form 3602, Apr. 1985

U.S. Postal Service
STATEMENT OF MAILING WITH PERMIT IMPRINTS

MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding fees labeled "RCA Options."

Permit No. 20

Post Office of Mailing: MAYVILLE MD
Date: 6-14-85
Received No. 1

Check applicable box
- 1st Class: ☐ International; ☐ ZIP + 4 Nonpresort; ☐ ZIP + 4 Presort; ☐ Carrier Route; ☒ Presort First-Class; ☐ Single Piece
- 2nd Class: ☐ Newspapers and requesters entered at the applicable third-class rate; ☐ Carrier Route; ☐ 3-digit; ☐ Basic; ☐ Single Piece
- 3rd Class: ☐ Carrier Route; ☐ 3-digit; ☐ Basic; ☐ Single Piece
- 4th Class: ☐ Library Rate; ☐ Special 4th Class Single Piece; ☐ Presort Special 4th Class; ☐ Other (Specify)

Processing Category (See DMM 123): ☒ Letters; ☐ Flats; ☐ Nonmachinable Parcels; ☐ Irregular Parcels; ☐ Cubicle Parcels

Weight of a single piece: _____ Oz.

RCA Options

TOTAL IN MAILING			NUMBER OF		
Pieces	Pounds	Sacks	Trays	Pallets	Other Containers
20,000	1,250		41		

Name and Address of Permit Holder (Include ZIP Code): MAYVILLE PRESS, 126 MAY Street, MAYVILLE MD 21740-679
Telephone No. 245-4000

☐ Check if non-profit under §33. DMM*

Name and Address of Individual or Organization for which mailing is prepared. (If other than permit holder)

☐ Check if non-profit under §33. DMM*

Name and Address of Mailing Agent (If other than permit holder)

POSTAGE COMPUTATION

Postal Rate		No. Pieces	Rate Per Piece	Postage
	1. Postal Rate Postage Charge		$	
Piece Rates	2. ZIP + 4 Presort	No. Qual. Pieces	Rate Per Piece	Postage
	3. Presort First-Class	No. Qual. Pieces 19,900	Rate Per Piece $ .18	Postage 3,582.00
	4. ZIP + 4 Nonpresort	No. Qual. Pieces	Rate Per Piece	Postage
	5. Carrier Route	No. Qual. Pieces	Rate Per Piece	Postage
	6. 3-digit	No. Qual. Pieces	Rate Per Piece	Postage
	7. Basic	No. Qual. Pieces	Rate Per Piece	Postage
	8. Form Category	No. of Pieces	Rate Per Piece	Postage
	9.			SUBTOTAL (1 through 8) $ 3,582.00

10. Additional Postage Pennies (Enter pennies for additional postage payments): RESIDUAL PIECES — No. Pieces 100 — Rate Per Piece $ .22 — Postage $ .40

11. ☐ Check if applicable third class bulk piece rate is paid by meter. (Form 3602-PC required)

12. TOTAL POSTAGE (9 plus 10) where applicable ▶ Total Postage $ 3,164.00

*The signature of a nonprofit mailer certifies that: (1) The mailing does not violate section 633.5 DMM and (2) Only the mailer's matter is being mailed; and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been subdivided by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges.

Willful entry of false, fictitious or fraudulent statements or representations herein punishable by fine up to $10,000 or imprisonment up to 5 years, or both (18 USC 1001).

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred): Joe Mayo — Telephone No. 245-4000

I CERTIFY that this mailing has been inspected to verify that it qualifies for the rate of postage being paid, and that it is properly prepared (and presorted where required) and that the statements of mailing are true, verified and the necessary amount for fee has been paid.

Signature of Mailer — Time — A.M. P.M. — Permit Imprint Signature

PS Form 3602, Apr. 1985 *U.S. G.P.O. 1985-472-007:20000 FINANCIAL DOCUMENT – FORWARD TO FINANCE OFFICE

Samples of properly completed Forms 3602 and 3602-PC are shown on these two pages. Assistance in completing all mailing statements is available from your postmaster or Commercial Accounts Representative.

PS Form 3602-PC, Apr. 1983 — FOR ZONE RATED MAIL USE FORM 3600

U.S. Postal Service
STATEMENT OF MAILING BULK RATES

MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster re: ordering box labeled "RCA Offices."

Permit No. 20

Post Office of Mailing: Mayville MD — Date: 2-14-85 — Receipt No.: 1 — Mailing Statement Sequence No.:

Check applicable box:
- 1st Class: ☐ International; ☐ ZIP + 4 Nonpresort; ☐ ZIP + 4 Presort; ☐ Carrier Route; ☒ Presort First Class; ☐ Single Piece
- 2nd Class: ☐ Newspapers and magazines entered at the applicable third-class rate
- 3rd Class: ☐ Carrier Route; ☐ 5-digit; ☐ Basic; ☐ Single Piece
- 4th Class: ☐ Library Rate; ☐ Special 4th Class Single Pie; ☐ Presort Special 4th Class
- ☐ Other (Specify)

Postage is being paid by: (Check one) ☐ Pre Canceled Stamps ☒ Meter Stamps

Processing Category (See DMM 124): ☒ Letters; ☐ Flats; ☐ Machinable Parcels; ☐ Irregular Parcels; ☐ Outside Parcels

Weight of a single piece: — 0 — — — lbs

RCA Offices:

TOTAL IN MAILING		NUMBER OF			
Pieces	Pounds	Sacks	Trays	Pallets	Other Containers
26,000			51		

Name and Address of Permit Holder (Include ZIP Code): MAYVILLE PRESS, 125 MAY STREET, MAYVILLE MD 22146-4477 — Telephone No.: 245-4000

☐ Check if non-profit under §23, DMM*

Name and Address of Individual or Organization for which mailing is prepared (If other than permit holder)

☐ Check if non-profit under §23, DMM*

Name and Address of Mailing Agent (If other than permit holder)

POSTAGE COMPUTATION

Parcel Rate	1 Pound Rate Postage Charge	No. Pounds	Rate/Pound $	Postage
Piece Rates	2 ZIP + 4 Presort	No. Qual. Pieces	Rate Per Piece $	Postage
	3 Presort First Class	No. Qual. Pieces 24,900	Rate Per Piece $ .18	Postage 4,482.00
	4 ZIP + 4 Nonpresort	No. Qual. Pieces	Rate Per Piece $	Postage
	5 Carrier Route	No. Qual. Pieces	Rate Per Piece $	Postage
	6 5-digit	No. Qual. Pieces	Rate Per Piece $	Postage
	7 Basic	No. Qual. Pieces	Rate Per Piece $	Postage
	8 Rate Category	No. of Piece	Rate Per Piece $	Postage
	9		SUBTOTAL (1 through 8) ▶	Postage 4,482.00

10. Additional Postage Payment (Enter reasons for additional postage payments): RESIDUAL PIECES — No. of Pieces 100 — Rate/Piece $ .22 — Postage 22.00

11. ☐ Check if applicable third class bulk pound rate is paid by permit imprint. (Form 3602 required)

12. TOTAL POSTAGE (9 plus 10) where applicable ▶ Total Postage 4,504.00

* The signature of a nonprofit mailer certifies that: (1) The mailing does not violate section 623.5 DMM; and (2) Only the mailer's matter is being mailed; and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been undertaken by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges.

Willful entry of false, fictitious or fraudulent statement(s) or representations hereon punishable by fine up to $10,000 or imprisonment up to 5 years, or both (18 USC 1001)

Signature of Permit Holder, Agent, (Both principal and agent are liable for any postage deficiency returned) — Joe Okaye — Telephone No.: 245-4000

I CERTIFY that this mailing has been inspected to verify that it qualifies for the rate of postage being paid, and that it is properly prepared (and postured where required) and that the statement of mailing has been verified and the necessary annual fee has been paid.

Round Stamp (Required)

Signature of Weigher — Time — A.M. P.M.

PS Form 3602-PC, Apr. 1983 — U.S. GPO: 1983—377-006/30230 — FINANCIAL DOCUMENT — FORWARD TO FINANCE OFFICE

Post Office Acceptance

Presort First-Class Mail is accepted at post office bulk mail acceptance units during normal business hours. As a general rule, Presort First-Class mail is **NOT** accepted at Bulk Mail Centers. Customers should contact their postmaster or Commercial Accounts Representative if they have any questions regarding the locations and times Presort First-Class Mail is accepted.

Employees of the post office bulk mail acceptance unit will verify Presort mailings for proper presort and preparation. When a mailing is verified and determined to have 10 percent or more errors in presort and mail make-up, customers will be offered two options:

1) rework the mailing so it does qualify for the bulk rate of postage; or

2) pay the higher rate for which the mailing qualifies (usually the single piece rate) on that percentage of the entire mailing estimated to be in error.

If the customer elects to pay the extra postage and the mailing is paid by permit imprint, and if a deposit account is maintained for postage payment, the extra postage may be paid from the advance deposit fund. Otherwise, the extra postage must be paid in cash or by check.

If a metered mailing is found not to qualify and the customer elects to pay the extra postage, the additional amount must be paid in cash or by check at the post office retail window and obtain a receipt. The receipt must be presented at the bulk acceptance point, before the mailing will be accepted.

If a metered mailing is found not to qualify and the customer elects to correct the presort to qualify for the Presort rate, in some cases the corrective action will not be achieved on the same day. In these cases the date shown in the meter imprint will be incorrect, and particular instructions from the Postmaster will be required.

Special Services

Forwarding or Return of Mail

Mail qualifying for the Presort First-Class rate is given the same handling priority as First-Class Mail paid at the full rate. Mail which is undeliverable as addressed is forwarded or returned to the sender at no additional postage.

Certified Mail and Return Receipt

Certified and return receipt service may be used with Presort mailings providing the appropriate fee is paid for all pieces (qualifying and residual). Interested customers should contact their Postmaster for particular instructions.

Supplies

The Postal Service will supply, free of charge, all materials required to qualify mail for the Presort rate, including rubber bands, sacks, trays, pouches, color-coded pressure-sensitive labels, white pouch labels, and appropriate bulk mailing statements.

The information contained in this brochure presents the Presort First-Class Mail regulations and operating procedures in a condensed and simplified format. The exact Presort First-Class Mail regulations and operating procedures are detailed in the Domestic Mail Manual *which is the basis for Postal Service interpretations of all applicable regulations and operating procedures.*

Other Sources of Useful Information

Publication 65, National 5-Digit ZIP Code and Post Office Directory

This is the five-digit ZIP Code directory containing addresses, post office names and state names for all delivery points. It is revised and updated each year to reflect changes, deletions and additions that occur during a twelve-month period. It is available for sale over-the-counter at post offices.

Address List Sequencing Service

The Postal Service will provide one of three levels of address card sequencing:

1. Sequencing of address cards.
2. Sequencing of address cards showing total possible deliveries.
3. Sequencing of address cards with missing and new addresses added. The customer must have 90% of the addresses in the five-digit ZIP Code represented by the cards to qualify for new addresses added.

ZIP-A-List Tape

The ZIP-A-List Tape contains information to provide correct five-digit ZIP Codes for all addresses in the nation. It can also be used to correct 5-digit ZIP Codes for addresses in your file. In addition, the tapes will help correct spelling of street names, post offices, and state abbreviations for a given ZIP Code. Taking advantage of this service will help you gain higher qualifying volumes for your presort mailings.

ZIP-A-List provides information for:

Multi-Coded Post Offices

Address ranges, street names, post office boxes, rural routes, post office names, and state names.

Single ZIP Coded Offices

Post office names and state names.

ZIP-A-List tapes are available at no charge.

Carrier Route Information System (CRIS) Magnetic Tapes, Hard Copy or Microfiche

CRIS is a listing of carrier route schemes for all city and non-city delivery post offices in a standardized format. The national file consists of approximately three million records. CRIS contains city, rural, highway contract route and post office box section schemes. The data is formatted by ZIP Code, street name, and street number range.

CRIS scheme information is available on magnetic tape, hard copy of microfiche at no charge to users for one or more postal regions (Northeast, Eastern, Central, Southern, and Western Regions), or for the entire United States.

CRIS schemes enable mailers to presort mail to take advantage of presort postage discounts on First-Class and Third-Class mail. This semi-annually updated scheme information constitutes carrier route separations which are required for eligibility for the reduced rate.

Notice 244, Computer Programming for Presort

This brochure provides the basic steps which customers, who have computer mail preparation operations, need to follow to utilize their computer capabilities for presorting First-Class Mail.

Notice 243, "A Bottom Line Estimate of Your Presort Savings"

This publication serves as a work sheet for itemizing operating and amortized costs and postage savings associated with the Presort program. It was developed from information provided by existing Presort customers to evaluate their annual savings.

Poster 89, How to Prepare Presorted First-Class Mail

This wall poster is an enlargement of the information shown on Pages 14-15. It can serve as a reminder and ready reference for mailroom personnel repsonsible for bundling and traying presorted mail.

Memo To Mailers

This free monthly publication of the Postal Service provides timely information on changes in postal regulations, rates, and operating procedures. *Memo* also publishes articles depicting customers' unique use of all postal services and efficient mail room operations/practices. *Memo to Mailers* is available by writing:

Memo to Mailers
U.S. Postal Service
P.O. Box 1
Linwood, N.J. 08221-0001

Your Local Post Office

The postmaster or Commercial Accounts Representative can provide valuable assistance in setting up your Presort operations. They are in the best position to provide advice on local conditions affecting Presort mailings and the options available to meet your specific needs. Local postmasters are not, however, authorized to make any exception to the bulk rate mail preparation requirements contained in the *Domestic Mail Manual* without express approval of the Office of Classification and Rates Administration, Washington, DC.

Glossary

Area Distribution Centers (ADCs)—are postal facilities where First-Class Mail is distributed to appropriate Sectional Center Facilities. The use of ADCs began in February 1980 and replaced State Distribution Centers. The ADCs were picked to provide the best transportation/service advantages to customers for delivery of their First-Class Mail. In addition, ADCs make it easier for customers to properly label and prepare packages of outgoing mail, since ADCs process both machinable and non-machinable mail. The ZIP Code areas covered by each ADC are (with a few exceptions) the same for all mailers regardless where they are located.

Customer Collection—is a service provided by the post office which allows mail to be collected at the customer's facility. Specific guidelines must be adhered to by local post offices in providing this service.

Letter-Size—mail consists of those pieces whose dimensions are within the following limits:

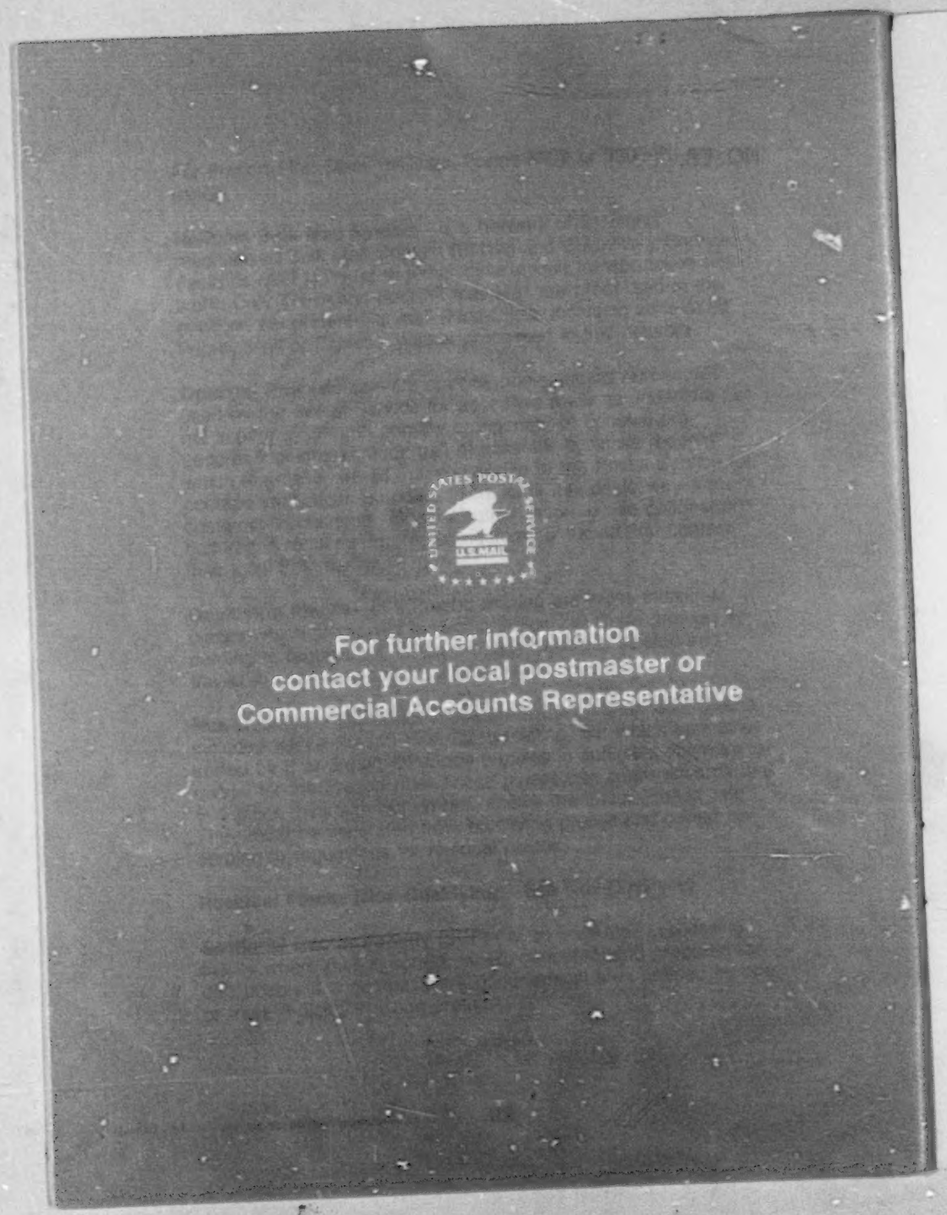
a. Minimum Dimensions:
Length—5 inches
Height—3.5 inches
Thickness—.007 inch
Aspect Ratio (Length/Height)

b. Maximum Dimensions:
Length—11.5 inches
Height—6.125 inches
Thickness—0.25 inch
Between 1.3:1 and 2.5:1

Flat-Size—mail consists of unwrapped, paper wrapped, sleeve wrapped and enveloped matter that exceeds one or more of the maximum dimensions of letter-size mail but does not exceed any of the maximum dimensions for flat-size mail.

Maximum Dimensions:
Length—15 inches
Height—12 inches
Thickness—.75 inch

Mailing Statements—are postal forms used by the Postal Service to aid in verification of Presort First-Class Mail and other types of bulk mailings. They are prepared by the customer and presented to the post office when the bulk mailing is entered.


UNITED STATES POSTAL SERVICE
U.S. MAIL
For further information
contact your local postmaster or
Commercial Accounts Representative

Copy 55

PRESORT™

FIRST-CLASS MAIL®

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